



OHIO COUNTY DOG WARDENS ASSOCIATION

“STRIVING TO BE MAN’S & DOG’S BEST FRIEND”

CONSTITUTION OF THE OHIO COUNTY DOG WARDENS’ ASSOCIATION

Passed by two thirds (2/3) of the vote at the December 4, 2007 annual meeting.

ARTICLE I – BASIS OF ORGANIZATION

Section 1. This corporation shall be known as the Ohio County Dog Wardens’ Association and hereafter is referred to as the “Association”.

Section 2. The Association’s officers and members shall comply with the laws of the United States, the State of Ohio, and all local ordinances in the performance of their duties for the Association.

Section 3. The Association shall forever remain a nonprofit organization and shall be incorporated in the State of Ohio.

Section 4. The Ohio County Dog Wardens’ Association’s name, or the name of any person in their official capacity within the Association, shall not be used in connection with any position or commercial interest or in any manner not related to the promotion of the Association’s objectives.

Section 5. The Association shall be recognized as nondiscriminating against sex, race and religion.

ARTICLE II – OBJECTIVES AND PURPOSE

Section 1. To promote effective, efficient, and humane dog control programs for the health and safety of the public and their companion animals.

Section 2. Improve, promote, and obtain education, training, benefits, equipment, and adequate facilities for Dog Wardens and staff.

Section 3. Develop professional standards and promote certification procedures for Dog Wardens, Deputies and Shelter personnel and to advance the health, comfort, morale, and welfare of all Dog Wardens, their staff, and the communities they serve.

Section 4. Provide liaison with other organizations and groups having related interests, and to exchange information regarding animal control programs.

Section 5. Educate the public of dog ownership responsibilities, and promote the public’s understanding and cooperation with dog control programs.

Section 6. Provide expertise and guidance pertaining to dog control issues to officials at state, county, and city levels of government while promoting justice and equality in the enforcement of dog control laws.

Section 7. Assist and appear before legislative bodies for the purpose of giving professional opinions regarding existing and proposed legislation pertaining to dog control functions. Proactively seek passage of legislation that would advance the objectives and purposes of the Association.

ARTICLE III – MEMBERSHIP

Section 1. The classes of membership shall be (A) Regular, (B) Associate, (C) Honorary, and (D) Corporate.

A. REGULAR MEMBERS – All Ohio County Dog Wardens are eligible for regular membership. Only regular members or honorary members are entitled to hold office or vote in the organization.

B. ASSOCIATE MEMBERS – All support staff of the Ohio County Dog Wardens' departments. All police officers, sheriff's deputies, or other persons engaged in animal care/control, health and welfare work.

C. HONORARY MEMBERS – Persons who have made an outstanding contribution to the Association and all retired members in good standing. Proposed honorary members who have made said contribution shall be nominated by the Associations' regular members and be approved by the Board of Directors. Honorary members shall be entitled to a complimentary, lifetime membership. Honorary members shall not have to pay dues.

D. NON - MEMBERS – Persons in Article IV-Section 3, who have been dropped from the rolls, shall not be provided the privileges of a member in good standing including uniform supplies, member alerts, and official responses from association officers.

Section 2. **PRIVILEGES OF MEMBERSHIP**

A. REGULAR MEMBERS shall receive all benefits of the Association's affiliation with the County Commissioners Association of Ohio and the National Animal Control Association, and shall be entitled to one (1) vote on matters pertaining to the Association and elections.

B. CORPORATE MEMBERS shall be provided with promotional opportunities at the Association's biannual meetings and shall be recognized on the Association website.

C. ALL MEMBERS shall be entitled to the Association's e-news and to attend the Association's regular meetings.

Section 3. **MEMBERS IN GOOD STANDING** – Members who have paid their dues for the fiscal year shall be in good standing with the Association.

Section 4. **EXPULSION** – The Executive Board may recommend the expulsion of any member for any conduct, which detracts from the dignity or impairs the good name of the Association, or is likely to endanger the welfare, interest or character of the Association. Such expulsion shall require a simple majority of votes cast by the Executive Board present at a quarterly meeting of the board. An expelled member has the right to appeal such action, and may request a hearing before the Executive Board at the next regularly scheduled quarterly meeting. An appeal must be submitted in writing within thirty (30) days of the expulsion.

ARTICLE IV – FINANCIAL

Section 1. **FISCAL YEAR** – The Association shall have a fiscal year running from January 1st to December 31st.

Section 2. **DUES** – The dues of regular, associate and corporate members shall be recommended by the Board of Directors and approved by a two-thirds (2/3) vote of the members present at the winter session.

Section 3. **PAYMENT** – Dues shall be payable on or before March 1st of each calendar year. No member shall be permitted to exercise any right or privilege of membership while his/her dues are delinquent. Nonpayment of dues by April 1st shall result in the member being dropped from the rolls.

Section 4. **DELINQUENT PAYMENT** – Dues paid after April 1st will reinstate members' rights and privileges of membership, but may be cause to exclude members' affiliation with the County Commissioners Association of Ohio and the National Animal Control Association.

Section 5. **TRANSFERRING** – Dues payment may be credited to other than original applicant due to changes in personnel.

Section 6. **TRAINING FUND** – Fifty percent of each year's dues collection may be placed in an interest bearing account to be known as the Educational Program and Training Fund. The collection of the fifty percent of each year's dues shall be suspended when the amount in the fund reaches fifty percent of the Association's year-end proceeds. Whenever the dollar amount in the fund is below the cap, the disbursement percentage shall be reinstated until the amount in the fund reaches the cap. The Executive Board shall establish an Educational Program and Training Fund budget for the upcoming year not to exceed the cap. The annual training budget may include separate but equal disbursements to the four regions of the state for purposes stated in Article II-Section 3.

ARTICLE V – OFFICERS

Section 1. The officers of this organization, together with the Board of Directors, known as the Executive Board, shall be nominated and elected by membership at the annual winter conference of the Association and shall take office at the first Executive Meeting the following year.

Section 2. The officers of this Association shall be the Past President, President, President elect, Secretary, and Treasurer. Each officer may appoint one (1) member in good standing to serve on the Association's Winter/Summer Conference Committee.

Section 3. All persons nominated or appointed to an elective office must be an active, paid up member of the Association for at least one (1) year prior to their nomination of appointment.

Section 4. Term of office shall be two (2) years for the Past President, President, President elect, Secretary, and Treasurer. The term shall coincide with the Ohio General Assembly's two-year legislative cycle.

Section 5. Secretary and Treasurer may serve no more than two consecutive terms additional to their appointed term.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. The Board of Directors of this Association, together with the officers, known as the Executive Board, shall be nominated and elected by the membership at the annual winter conference of the Association and shall take office at the first Executive Board Meeting the following year.

Section 2. All persons nominated or appointed to the Board of Directors shall be an active paid up member of the Association.

Section 3. The Board of Directors shall consist of four (4) members. The following constituencies are each afforded one director:

Northwest: Allen, Auglaize, Crawford, Defiance, Fulton, Hancock, Hardin, Henry, Logan, Lucas, Marion, Mercer, Morrow, Ottawa, Paulding, Putnam, Sandusky, Seneca, Shelby, Van Wert, Williams, Wood, and Wyandot counties.

Northeast: Ashland, Ashtabula, Carroll, Columbiana, Coshocton, Cuyahoga, Erie, Geauga, Harrison, Holmes, Huron, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas, and Wayne counties.

Southwest: Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Delaware, Franklin, Fayette, Greene, Hamilton, Highland, Madison, Miami, Montgomery, Pickaway, Pike, Preble, Ross, Scioto, Union, and Warren counties.

Southeast: Athens, Belmont, Fairfield, Gallia, Guernsey, Hocking, Jackson, Lawrence, Licking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Vinton and Washington counties.

Section 4. Term of office shall be two (2) years. Southwest and Northeast Directors will begin their terms in the even number years. Northwest and Southeast Directors will begin their terms in the odd number years.

Section 5. Directors may serve no more than two consecutive terms. Directors appointed by the Executive Board may serve two additional terms additional to their appointed term. Directors' specific duties related to their respective regions shall include reports on the state of affairs at the summer/winter conferences, facilitate retaining and recruitment of members, and co-hosting association meetings or training for their constituents.

ARTICLE VII – DUTIES OF THE EXECUTIVE BOARD

Section 1. **PAST PRESIDENT** – The Past President will serve as the chairperson of the Nominating Committee. He/she will serve as an advisor on matters and procedures for the Association. He/she shall act as the Association's parliamentarian and ombudsman.

Section 2. **PRESIDENT** – The President shall be the chairperson of the Executive Board and shall be the presiding officer of the Association. He/she shall see that all provisions of the constitution and by-laws are enforced. He/she shall be responsible for the prompt execution of all resolutions and orders adopted by the Association. Other deliveries include the deliverance and submission of an annual written report at summer/winter conferences pertaining to the goals and accomplishments of the Association, acting on behalf of the Association with the consent of the Board of Directors, establishing committees with the input and consent of the Board of Directors and serving as the Association's liaison with other organizations.

Section 3. **PRESIDENT - ELECT** – The President - Elect shall serve as the chairperson of the Summer/Winter Conference Committee. He/she shall acquaint himself/herself with all activities of the Association while assisting the President in the execution of such. He/she shall assume all of the duties of the President in case of death, absence or inability to act.

Section 4. **SECRETARY** – The Secretary shall keep the minutes of the proceedings of all meetings of the Association and shall maintain a permanent record of such proceedings including a record of attendance. He/she shall provide all members with copies of minutes from Association meetings and all Executive Board meetings. He/she shall maintain both an updated mailing and membership list. He/she shall attend to all necessary correspondence on the behalf of the Association and maintain records of all such correspondence.

Section 5. **TREASURER** – The treasurer shall have the charge and custody of the financial record of the Association. He/she shall be responsible for all funds of the Association, for depositing in the name

of the Association all monies, collecting dues from membership and maintaining a roster of all members of the Association, and collecting the revenues owed to the Association. He/she shall disperse funds for authorized purposes, and pay all current bills. He/she shall present a written Treasurer's report at all Executive Board meetings and submit a written report at the summer/winter conferences. A detailed year-end statement is to be prepared and distributed to all members by the 31st of January following each fiscal year.

Section 6. **BOARD OF DIRECTORS** – The Board of Directors shall serve on the Executive Board as the governing body of the Association and shall determine matters of policy and position. Board members' duties shall consist of representing the members, planning, promoting and arranging for meetings or educational functions, presiding at such meetings, encouraging membership in the Association, and furthering the goals and objectives of the organization.

Section 7. **QUORUM** – For the purposes of transacting official business, a quorum of the Executive Board shall consist of at least fifty five percent (55%) of the members of the board.

Section 8. **VACANCIES** – Whenever a vacancy in the Board of Directors shall occur, the President shall appoint an acting official from that constituency subject to the approval of the Executive Board. Whenever a vacancy in any office shall occur the President shall appoint an acting official who shall be subject to the approval of the Executive Board. An appointment to the office of Past President must be a Past President from the Association or the office will remain vacant until it can be filled by a Past President from the Association.

Section 9. **REMOVAL FROM OFFICE** – In the event that any Executive Board member shall miss two (2) consecutive meetings including the semiannual conferences at which he or she was not represented by an alternate appointed in writing, the President shall declare the position vacant and shall appoint, with the approval of the remaining members of the Executive Board, an active member of the Association to complete the term of office as stipulated in Article III. A removed Board Member has the right to appeal such action, and may request a hearing before the Executive Board at the next regularly scheduled quarterly meeting. An appeal must be submitted in writing within thirty (30) days of removal.

Section 10. **RECORDS** – All records, reports, correspondence, etc. are to be considered property of the Association and relinquished to the President upon leaving any office.

ARTICLE VIII – ELECTION OF THE EXECUTIVE BOARD

Section 1. The election of the Executive Board shall take place at the winter meeting of the Association and will fill those positions, which are vacant.

Section 2. A nominating committee shall be appointed by the Past President, consisting of three (3) active members and shall seek qualified candidates for vacant offices. Nominees for such vacancies shall be active members in good standing.

Section 3. The nominating committee shall submit at least two nominations for each office at the meeting of the Association. One of each of the directors' nominations shall be submitted from a majority of the regions' current members. In the absence of more than one nomination, a write-in blank will be provided on the ballot. The nominating committee will have available from the proposed candidates, letters of intent. Motions for nominations shall also be accepted from the floor, and must have a second.

Section 4. A simple majority of those members present and voting shall be decisive.

Section 5. The chairperson of the nominating committee shall organize and preside over all details of the election, and supervise the voting and tabulation of ballots. The nomination committee shall tabulate the ballots, announce the new officers, and make a written record for the Association's official records.

ARTICLE IX – MEETINGS

Section 1. The Association shall meet two (2) times annually in conjunction with the County Commissioners Association of Ohio's summer and winter conferences or when called into session by the Executive Board.

Section 2. The Association shall conduct business at its general meetings without regard to the number of members present. A simple majority of those members present and voting shall be decisive.

Section 3. The rules of order as contained in Roberts Rules of Order, current edition, shall govern this Association except when inconsistent with the constitution of the Association.

Section 4. The majority of the Association's business, including but not limited to elections, legislative positioning, and financial concerns will be addressed at the winter meeting.

Section 5. Association sponsored training and professional development will be the primary focus of the winter meeting session.

Section 6. The Executive Board shall meet four (4) times annually, two (2) of which shall be in conjunction with association meetings.

Section 7. A special Executive Board meeting may be called by the President, two members of the board, or three voting members of the general membership. A written request for such meeting must be received by the Secretary at least fourteen (14) days before the requested meeting date. The request shall state the exact purpose of the meeting and at this meeting only that exact purpose shall be discussed. The written notice for this meeting must be sent by the Secretary to the board members. At least nine (9) days before the requested meeting date. The meeting notice shall include a copy of the written request for this meeting and state the date, time and place where the meeting will be held.

Section 8. An emergency meeting may be called by any member of the Association. This is to be called only if there is a national, regional or local disaster where the welfare of animals is threatened. Section 7 time requirement waived.

Section 9. Except as otherwise prescribed the notice of the time, location, and agenda of the Association related meetings shall be given in writing to each member, mailed to the address as listed on the roster of membership maintained by the Secretary, at least fourteen (14) days prior to the meeting date.

ARTICLE X – AMENDMENTS

Section 1. **AMENDMENTS** – Amendments to this constitution may be made at the annual meeting of the Association by a two thirds (2/3) vote of the regular members present. Such amendments, however, shall have been submitted to the Secretary of this Association at least forty-five (45) days prior to said annual meetings and the Secretary shall send a copy of such proposed amendments to each member of the Association prior to the annual meeting at which said amendments shall be offered.